



The TRAIN Florida My Surveys tool allows TRAIN Florida Administrators to assign surveys to learners in TRAIN Florida. The surveys will be related to DOH trainings in the TRAIN Florida system.

When a survey is assigned to you, you should receive notification from your DOH LMS Administrator, or the TRAIN Florida system.

The following steps will help you locate, access, and manage any surveys that may have been assigned to you.

Step 1: Go to [TRAIN Florida](#) and **log in**

Step 2: On your TRAIN Florida home page - locate your learner **Dashboard**. Click on the **My Surveys** tile to open the menu.

Learner's Dashboard

My Action Items [Click to Expand](#)

- ☐ My Learning
- ☐ My Certificates
- ☐ My Training Plans
- ☒ **My Surveys**

Survey Name	Status
TRAIN Florida PHSP Survey	Not Started

[View All My Surveys](#)

☐ My Links

The menu is a list of all of all surveys that have been assigned to you. They will be listed by **Survey Name** and show the **Status** of completion.

To access, and complete the survey - click on the name of the survey.

The basic functions of all surveys in TRAIN Florida are the same.

However the system allows for various presentation design styles, so your survey may not look visually like the example in this document.

NOTE: The View All My Surveys option is reviewed in **Steps 7 & 8** of this document.

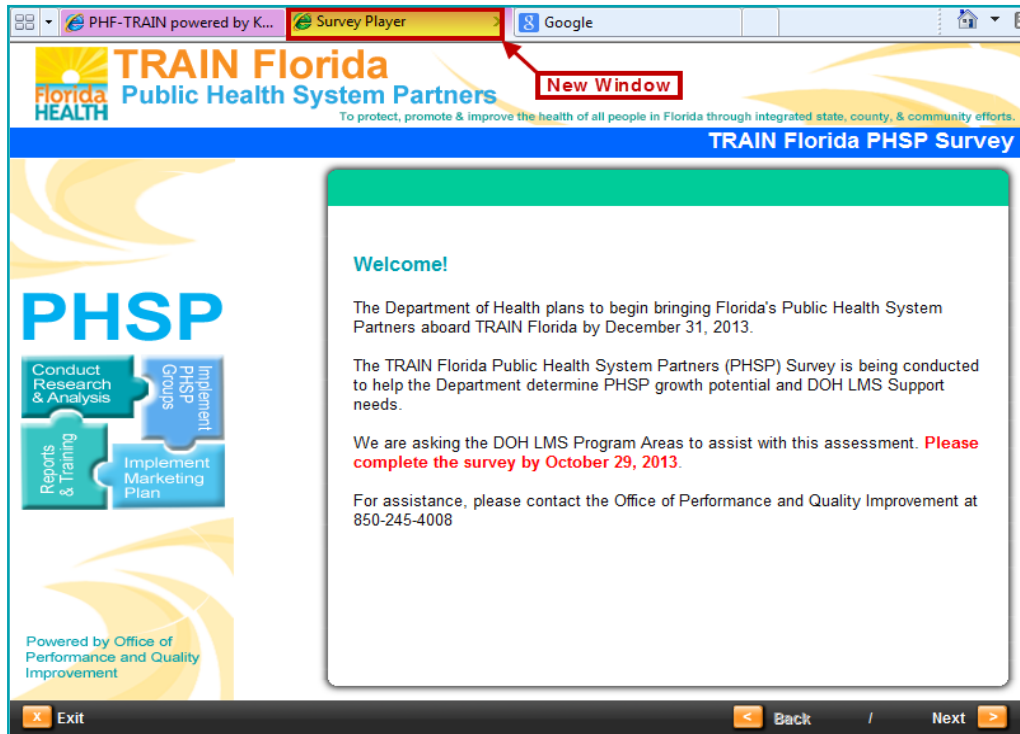




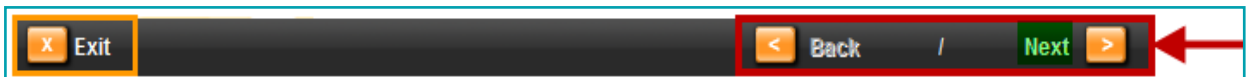
How Do I Manage the My Surveys Tool?

→ It's a New Day in Public Health

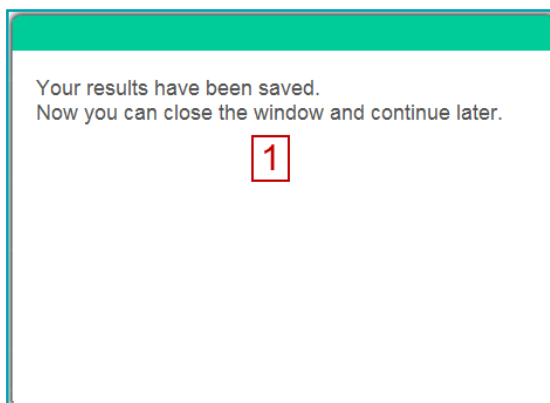
Step 3: The first page of the survey will open in a new browser window.



Step 4: The **navigation buttons** are always located at the bottom of the survey window. They include the **Back** and **Next** button, for proceeding through the survey, and the **Exit** button.



NOTE: If you choose to exit the survey at any time before completion, click the **Exit** button. A notice will appear and let you know your answers will be saved [1], and you can close the browser window and return to complete the survey later. The My Survey tool will show the incomplete survey's status as In-Survey[2].

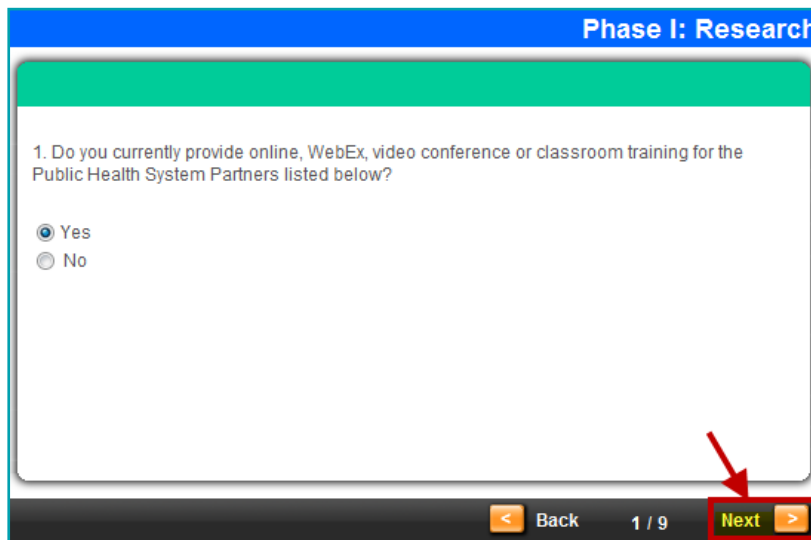


Survey Name	Status
TRAIN Florida PHSP Survey	In-Survey

To begin the survey - Read the details and instructions. Then click the **Next** button.



Step 5: The survey will begin. Proceed though the survey as it is presented, clicking the **Next** button to continue after each question or instruction



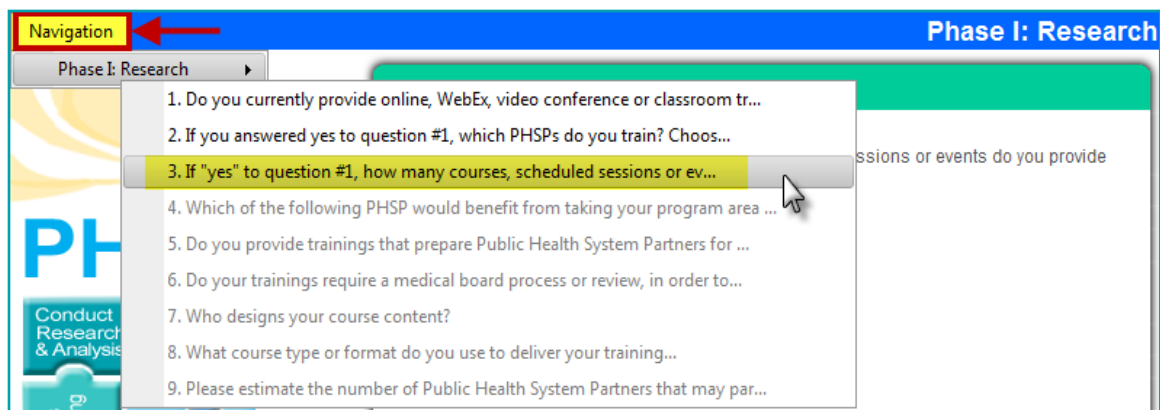
Phase I: Research

1. Do you currently provide online, WebEx, video conference or classroom training for the Public Health System Partners listed below?

☒ Yes
☐ No

Next

Once the survey has started, a **Navigation** button will appear on the screen. This button contains a drop down menu of the survey questions. You can return to active questions to edit your responses, or continue the survey from the last question you completed, by clicking on the question.

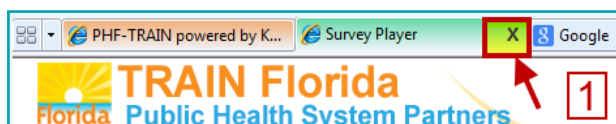
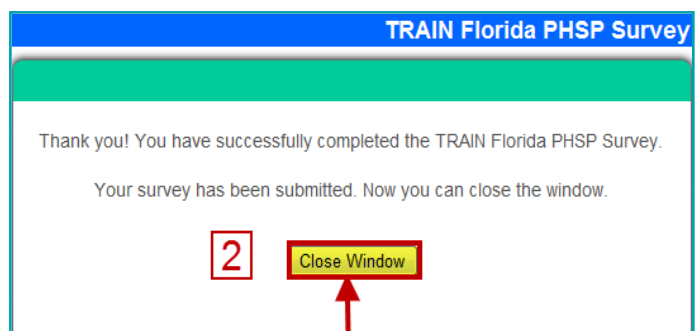


Navigation

Phase I: Research

- 1. Do you currently provide online, WebEx, video conference or classroom tr...
- 2. If you answered yes to question #1, which PHSPs do you train? Choos...
- 3. If "yes" to question #1, how many courses, scheduled sessions or ev...
- 4. Which of the following PHSP would benefit from taking your program area ...
- 5. Do you provide trainings that prepare Public Health System Partners for ...
- 6. Do your trainings require a medical board process or review, in order to...
- 7. Who designs your course content?
- 8. What course type or format do you use to deliver your training...
- 9. Please estimate the number of Public Health System Partners that may par...

Step 6: When you have completed the survey, you will be instructed to **close the browser window**. Click on the **X** in the browser window tab [1], or the **Close Window** button on the screen [2].

TRAIN Florida PHSP Survey

Thank you! You have successfully completed the TRAIN Florida PHSP Survey.

Your survey has been submitted. Now you can close the window.

Close Window



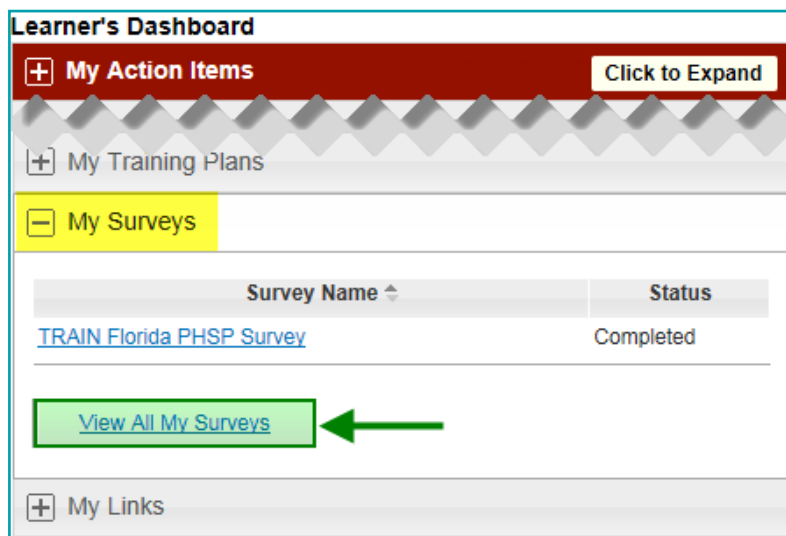


How Do I Manage the My Surveys Tool?

It's a New Day in Public Health

After closing the survey window, you will be taken back to the TRAIN Florida home page.

Step 7: Another option to access surveys in the My Surveys tool, is the **View All My Surveys** button

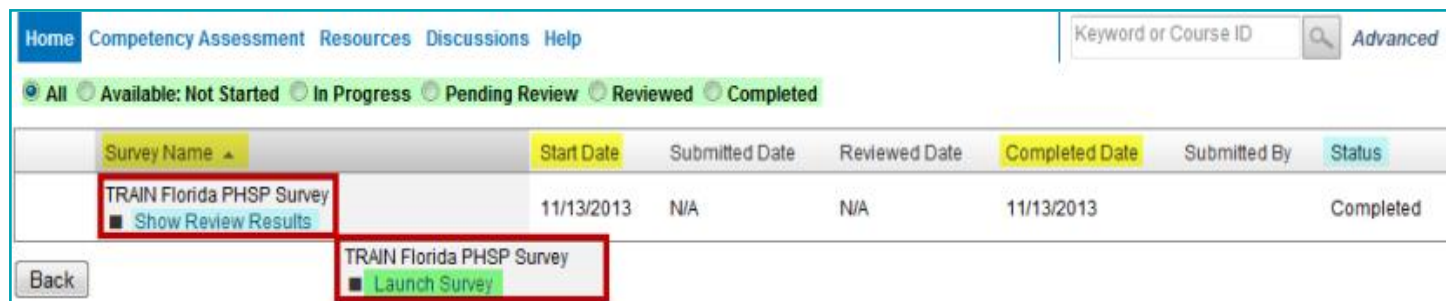


Step 8: Clicking on the **View All My Surveys** button will take you to a page that lists all of the surveys that have been assigned to you.

It lists the **Survey Name**, and details the **Start Date**, **Completed Date**, and **Status** of the surveys. The list can be sorted using the **radio buttons** next to the filter options at the top.

To **begin a survey** you have not started - Click the **Launch Survey** link below the name of the survey.

To **review a completed survey** - Click the **Show Review Results** link, under the name of the completed survey.



If you have any questions or concerns regarding locating, accessing, and managing surveys in TRAIN Florida, please contact your [DOH LMS Local Administrator](#).

